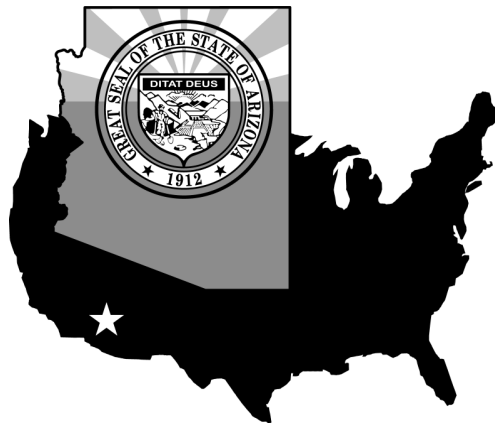


ARIZONA MAGNETIC MEDIA EMPLOYER FILING (MMREF-1)

**Specifications and Application Instructions
To File Employer Quarterly Wage Data**



**ARIZONA DEPARTMENT OF ECONOMIC SECURITY
Unemployment Tax Section
P.O. Box 52027
Phoenix, Arizona 85072-2027
(602) 248-9354 • Fax (602) 650-1451**

Equal Opportunity Employer ♦ Under the Americans with Disabilities Act (ADA), the Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service, or activity. For example, this means that if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. This document is available in alternative formats by contacting (602) 542-5939.

ARIZONA MMREF-1 SPECIFICATIONS and APPLICATION INSTRUCTIONS

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MAGNETIC MEDIA REPORTING SPECIFICATIONS FOR ARIZONA INTRODUCTION

The Arizona Department of Economic Security (DES) encourages employers to file quarterly wage listings using any of the following formats:

INTERNET FILING – Log onto www.azui.com to complete your tax filing including wage detail for up to 999 employees. File upload is available as well as Electronic Funds Transfer ([EFT](#)). Only Automated Clearing House ([ACH](#)) Payments are accepted. The format used to file on the Internet is not the same format covered in this booklet.

DISKETTE - 3.5" uncompressed or zipped compression are the only accepted formats. Diskettes must be formatted for IBM Compatible PCs and must be in the Social Security [MMREF-1](#) format. Reformat used diskettes prior to using them for wage reporting. Diskettes must be virus free, contain one file (not within a folder) for one quarter of wages only, and the diskette cannot be locked.

The **PREFERRED MAGNETIC MEDIA FORMAT** is a [3.5" diskette](#) for up to 2,499 employees. Large reports (multiple employers with 2,500 or more employees) are best suited to cartridge.

ALL diskettes **must** have an external label with the following information clearly printed:

- Employer(s) name
- Arizona State Unemployment Insurance ([SUI](#)) account number
- Specific year and quarter of the employee wages being reported
- Contact name (person who submitted magnetic media)
- Telephone number and extension
- Amount of employee records on diskette
- Number of diskettes sent (e.g. 1 of 4); include an external label for all diskettes sent

Please refer to [page 7](#) for more details on diskettes and cartridges.

CARTRIDGE 3480, 3480E, 3490 OR 3490E - Social Security [MMREF-1](#) Format Specifications for cartridges were added to keep in concert with the Social Security Administration (SSA) specifications published in SSA Pub. No. ICN June 1999 (MMREF-1). The [logical record length](#) for the MMREF-1 format specifications is 512 bytes. Use a [blocking factor](#) of 1 to a maximum of 45 logical records per physical record, with a maximum block size of 23,040 bytes.

MAGNETIC MEDIA REPORTING SPECIFICATIONS FOR ARIZONA

The following alternative formats may also be used for wage reporting:

CD FILING – Employers cannot use this method of reporting yet. Updates regarding when we will accept this method will be available in the [UI Tax Employers Newsletter](#) and on our website.

PAPER SUBMISSION – Once you establish your state unemployment insurance account, you should automatically receive system-generated forms on a quarterly basis. If you do not receive your forms or need additional copies, contact the UI Tax Department-Accounting Unit at (602) 248-9354. To obtain the necessary papers on the Internet go to <http://www.de.state.az.us/esa/uitax/taxform.asp> or request them by e-mail at uit.accounting@de.state.az.us.

The employer's quarterly Unemployment Tax and Wage Report (UC-018) still must be provided for reporting summary tax information with all quarterly wage submissions.

UNEMPLOYMENT TAX AND WAGE REPORT (UC-018 FORM) - Use this form to report the number of full and part-time covered workers for a quarterly period, the wages paid to these employees, and the quarterly tax due. This form is located at <http://www.de.state.az.us/esa/uitax/taxform.asp>.

Both the UC-018 and all quarterly submissions must be postmarked or delivered on or before the last day of the month following the end of the quarter being reported. If either is untimely, a penalty will be assessed.

All employer quarterly UI Tax and Wage Reports (UC-018) are due as shown below:

FILING SCHEDULE		
For Wages Paid During	Calendar Qtr. Ends	Report Due By
Jan, Feb, Mar	March 31	April 30
Apr, May, Jun	June 30	July 31
Jul, Aug, Sep	September 30	October 31
Oct, Nov, Dec	December 31	January 31

NOTE - DES will continue to support all previous reporting formats for employers already filing by [magnetic media](#). However, employers choosing to **BEGIN** filing by magnetic media or those desiring to **CHANGE** formats **MUST** choose the Magnetic Media Reporting Employer Format – 1 ([MMREF-1](#)) presented in this booklet. The MMREF-1 format can be used with diskette and cartridge. If you are beginning or changing formats you **MUST** complete the Magnetic Media Reporting Application ([Appendix B, page 21](#)). If you are an agent filing on behalf of multiple employers you **MUST** complete the Multiple Employer Filing Report ([Appendix C, page 23](#)). Instructions are located on the back of Appendix C. Mail the application, report, and magnetic media to one of the locations listed below.

MAGNETIC MEDIA REPORTING SPECIFICATIONS FOR ARIZONA

If you will be sending your mail through the U.S. Postal Service mail it to the address below.

Arizona Department of Economic Security
Unemployment Tax Section, 911B-1
P.O. Box 52027
Phoenix, Arizona 85072-2027

If you will be sending your mail through a mail courier service (for example, UPS, or FedEx) and a physical address is required, or if you are sending it Certified Mail and a signature is required, mail it to the address below.

Arizona Department of Economic Security
Unemployment Tax Section, 911B-1
3225 N. Central Avenue, 14th Floor
Phoenix, Arizona 85012-2405

TESTING MAGNETIC MEDIA

If you are filing for the first time, we recommend you submit a test diskette. When submitting please mark the external label of your diskette as follows:

- For “TEST” purposes only
- Employer name
- [AZ SUI account number](#) if available (*You do not need a valid account number to test, but you will need one to file actual quarterly wage data*)
- Quarter/Year used for test purposes (e.g. 032003)
- Contact name (*Person who submitted test media*)
- Telephone number and extension

We are testing for format and layout, however not for content. When submitting magnetic media for testing, please allow sufficient time for the test results to be returned to you. The test results will be sent to you in writing within 30 days after it is received, only cartridges will be returned. After you receive the test results from us, you can submit your actual quarterly wage data in accordance with the [Filing Schedule \(see page 2\)](#). If you submit your test magnetic media during a peak processing time, allow between 45-60 days for results to be returned.

When submitting a magnetic media record containing quarterly wage data for more than one employer, only one Magnetic Media Reporting Application needs to be submitted. For identification purposes, the agent's name should appear on the application in the section shown for **“PERSON TO CONTACT REGARDING THIS APPLICATION”**.

If you have any questions regarding the use/preparation of the record format specifications call the magnetic media representative, at (602) 542-4708, Monday through Friday, between the hours of 7:00 a.m. and 4:00 p.m. Mountain Standard Time. Arizona does not observe daylight-saving time.

FAQs FOR TESTING MAGNETIC MEDIA

Q. Do you accept test diskettes/cartridges before actual quarterly wage data?

A. Yes, we do and we recommend employers send test diskettes and cartridges prior to submitting actual quarterly wage data. This will help prevent any mistakes and delays in processing your actual quarterly wage data.

Q. What should I include when submitting my test diskette/cartridge?

A. You will want to include a completed Magnetic Media Reporting Application. You will also want to put **TEST** on the external label of your diskette. If you omit this information your diskette may be processed as actual quarterly wage data. If you

are going to use actual quarterly wage data, specify this on the diskette's external label. Also include the quarter and year you are using for the test. See [page 4](#) for labeling instructions on submitting actual quarterly wage data.

Q. *How long will it take to receive a reply about my test diskette/cartridge?*

- A.** Arizona will notify you of your test results within 30 days of receipt. During a peak processing time it may take between 45-60 days. We will inform you in writing whether the diskette/cartridge passed or failed our test processes. If it failed, a detailed explanation will be sent to you.

SUBMITTER RECORD, DISKETTE and CARTRIDGE FILING GUIDELINES

"RA" SUBMITTER RECORD

- This record is **OPTIONAL** and we would prefer that you omit it if possible. This information is not processed by Arizona and acts only as contact information.
- This record would be the first data record on the first file for the cartridge or diskette when a **third party** submits the information.
- Make the address entries specific enough to ensure proper delivery according to the specifications beginning on [page 8](#).
- Be sure to provide the name, phone number, and e-mail address of the person drafting the [magnetic media](#).
- There is only one RA or RE record per submission. If you have an RA record, you cannot have an RE record.

"RE" EMPLOYER RECORD

- This record is **OPTIONAL** and we would prefer that you omit it if possible. This information is not processed by Arizona and acts only as contact information.
- This record would be the first data record on the first file for the diskette or cartridge when an employer submits the information.
- If any of this information changes update the appropriate field(s).
- Do not insert an RE record in the middle of a file. For filers of multiple diskettes only the first diskette can have the RE record.
- There is only one RE or RA record per submission. If you have an RE record, you cannot have an RA record.

"RS" STATE/EMPLOYEE RECORD

- This record is **REQUIRED** for the State of Arizona.
- You may include multiple account numbers in [Location 248-254](#) if you are a multiple filer ([see page 17](#)).
- Multiple filers must group the employees by employer number. List all employees for each employer account number before going to the next employer account number.

"RF" FINAL RECORD

- This record is **REQUIRED** for the State of Arizona.
- If you use multiple diskettes to file, put an RF record at the end of each diskette.

DISKETTE

- Only diskettes formatted for IBM compatible personal computers (PCs) will be accepted.
- Must be MS-DOS compatible double density "1.44 megabytes" or high density "720 kilobytes" diskettes.
- Diskettes need to be reformatted before being reused.
- All diskettes must be checked prior to submission to ensure they are virus free and to ensure the diskette is not locked.
- Data needs to be recorded in the American Standard Code for Information Interchange-1 ([ASCII-1](#)) character set.
- Make sure external label includes number of diskettes filed for the quarter (e.g. "1 of 5", "2 of 5"). Include external labels on every diskette sent.
- All individual records must end with a carriage return (Enter key) or line feed. This is needed for our software to recognize the end of each record.

CARTRIDGE

- Cartridges will be accepted if they are 3480/3480E or 3490/3490E.
- Labels should not contain security-encoded bytes.
- We prefer tapes with IBM OS/VS Standard header and trailer labels, or tapes without internal labels.
- Write header and trailer labels in the same density as the data records.
- Header labels must precede data and be separated from the data by one tapemark.
- Trailer labels must follow the data and must be separated from the data by one tapemark.
- Two tapemarks must follow the trailer labels.
- Each physical record (a block of [logical records](#)) must be a uniform length.
- Physical records cannot be prefixed by block descriptor words.
- The largest physical record is 23,040 for [MMREF-1](#). [Blocking factor](#) must not exceed 45 (45 x 512=23,040).
- Be sure to *remove* line feed, carriage return and all other record delimiters.
- Arizona prefers data in [EBCDIC](#), but we will accept [ASCII-1](#). Indicate which format you are using on the external label.
- DO NOT [compress](#) your cartridge files.

SUBMITTER RECORD FILING GUIDELINES

MAGNETIC MEDIA FILING SPECIFICATIONS FOR ARIZONA

SOCIAL SECURITY MMREF-1 FORMAT

"RA" RECORD TYPE: SUBMITTER RECORD

(This record is optional for Arizona reporting and we prefer it not be included in your media.)

When the phrase "MUST BE FILLED WITH BLANKS" is used we do not mean leave the locations empty. All 512 characters must be filled in for each record, so that means filling the remaining unused fields with blank characters (pressing spacebar) until you reach 512.

LOCATION	FIELD	LENGTH	DESCRIPTION AND REMARKS
1-2	RECORD IDENTIFIER	2	MUST BE AN "RA"
3-11	SUBMITTER'S FEIN	9	FEDERAL EMPLOYER IDENTIFICATION NUMBER. THIS FEIN SHOULD MATCH THE FEIN ON THE FILE'S EXTERNAL LABEL (FORMAT 123456789)
12-28	PERSONAL IDENTIFICATION NUMBER (PIN)	17	ENTER YOUR ASSIGNED PIN. LEFT JUSTIFY AND ZERO FILL. (CONTACT SSA FOR PIN REGISTRATION)
29	RESUBMIT INDICATOR	1	ENTER A "1" IF THIS FILE IS BEING RESUBMITTED. OTHERWISE, ENTER A "0"
30-35	RESUBMIT TLCN	6	IF YOU ENTERED A "1" IN POSITION 29, ENTER THE TAPE LIBRARY CONTROL NUMBER (TLCN) DISPLAYED ON THE NOTICE FROM SSA. OTHERWISE, FILL WITH BLANKS
36-37	SOFTWARE CODE	2	ENTER ONE OF THE FOLLOWING SOFTWARE CODES USED TO CREATE YOUR FILE: 98 IN-HOUSE PROGRAM 99 OTHER
38-94	COMPANY NAME	57	ENTER THE NAME OF THE COMPANY. LEFT JUSTIFY AND FILL WITH BLANKS
95-116	LOCATION ADDRESS	22	ENTER THE LOCATION ADDRESS. LEFT JUSTIFY AND FILL WITH BLANKS

MAGNETIC MEDIA FILING SPECIFICATIONS FOR ARIZONA

SOCIAL SECURITY MMREF-1 FORMAT

"RA" RECORD TYPE: SUBMITTER RECORD

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LOCATION	FIELD	LENGTH	DESCRIPTION AND REMARKS
117-138	DELIVERY ADDRESS	22	ENTER THE DELIVERY ADDRESS (STREET OR POST OFFICE BOX). LEFT JUSTIFY AND FILL WITH BLANKS
139-160	DELIVERY CITY	22	ENTER THE DELIVERY CITY. LEFT JUSTIFY AND FILL WITH BLANKS
161-162	STATE	2	USE STANDARD POSTAL ABBREVIATION (SEE PAGE 20)
163-167	ZIP CODE	5	ENTER POSTAL ZIP CODE
168-171	ZIP CODE EXTENSION	4	USE THIS FIELD FOR THE FOUR-DIGIT EXTENSION OF THE ZIP CODE, OTHERWISE FILL WITH BLANKS
172-176	BLANK	5	MUST BE FILLED WITH BLANKS
177-199	BLANK	23	MUST BE FILLED WITH BLANKS
200-214	BLANK	15	MUST BE FILLED WITH BLANKS
215-216	BLANK	2	MUST BE FILLED WITH BLANKS
217-273	SUBMITTER NAME	57	ENTER THE NAME. LEFT JUSTIFY AND FILL WITH BLANKS
274-295	LOCATION ADDRESS	22	ENTER THE LOCATION ADDRESS, LEFT JUSTIFY AND FILL WITH BLANKS
296-317	DELIVERY ADDRESS	22	ENTER THE DELIVERY ADDRESS (STREET OR POST OFFICE BOX), LEFT JUSTIFY AND FILL WITH BLANKS
340-341	STATE	2	USE STANDARD POSTAL ABBREVIATION (SEE PAGE 20)

SUBMITTER RECORD FILING GUIDELINES

MAGNETIC MEDIA FILING SPECIFICATIONS FOR ARIZONA

SOCIAL SECURITY MMREF-1 FORMAT

"RA" RECORD TYPE: SUBMITTER RECORD

(This record is optional for Arizona reporting and we prefer it not be included in your media.)

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LOCATION	FIELD	LENGTH	DESCRIPTION AND REMARKS
318-339	DELIVERY CITY	22	ENTER THE DELIVERY CITY. LEFT JUSTIFY AND FILL WITH BLANKS
342-346	ZIP CODE	5	ENTER POSTAL ZIP CODE
347-350	ZIP CODE EXTENSION	4	ENTER THE FOUR DIGIT EXTENSION OF THE ZIP CODE, LEFT JUSTIFY AND FILL WITH BLANKS, OTHERWISE FILL WITH BLANKS
351-355	BLANK	5	MUST BE FILLED WITH BLANKS
356-378	BLANK	23	MUST BE FILLED WITH BLANKS
379-393	BLANK	15	MUST BE FILLED WITH BLANKS
394-395	BLANK	2	MUST BE FILLED WITH BLANKS
396-422	CONTACT NAME	27	ENTER THE NAME OF THE PERSON TO BE CONTACTED CONCERNING PROBLEMS IN PROCESSING YOUR SUBMISSION. LEFT JUSTIFY AND FILL WITH BLANKS
423-437	CONTACT PHONE NUMBER	15	ENTER THE TELEPHONE NUMBER (INCLUDING THE AREA CODE) WITHOUT PARENS OR DASHES, (FORMAT: 9999999999) LEFT JUSTIFY AND FILL WITH BLANKS
438-442	CONTACT PHONE EXTENSION	5	ENTER THE TELEPHONE EXTENSION, LEFT JUSTIFY AND FILL WITH BLANKS. IF NONE, FILL WITH BLANKS

MAGNETIC MEDIA FILING SPECIFICATIONS FOR ARIZONA**SOCIAL SECURITY MMREF-1 FORMAT****"RA" RECORD TYPE: SUBMITTER RECORD**

(This record is optional for Arizona reporting and we prefer it not be included in your media.)

When the phrase "MUST BE FILLED WITH BLANKS" is used we do not mean leave the locations empty. All 512 characters must be filled in for each record, so that means filling the remaining unused fields with blank characters (pressing spacebar) until you reach 512.

LOCATION	FIELD	LENGTH	DESCRIPTION AND REMARKS
443-445	BLANK	3	MUST BE FILLED WITH BLANKS
446-485	CONTACT E-MAIL/INTERNET	40	ENTER YOUR ELECTRONIC MAIL ADDRESS, LEFT JUSTIFY AND FILL WITH BLANKS. IF NONE, FILL WITH BLANKS
486-488	BLANK	3	MUST BE FILLED WITH BLANKS
489-498	CONTACT FAX	10	ENTER THE FAX NUMBER (INCLUDING THE AREA CODE) WITHOUT PARENS OR DASHES (FORMAT: 9999999999). LEFT JUSTIFY AND FILL WITH BLANKS. IF NONE, FILL WITH BLANKS
499	BLANK	1	MUST BE FILLED WITH BLANKS
500	BLANK	1	MUST BE FILLED WITH BLANKS
501-512	BLANK	12	MUST BE FILLED WITH BLANKS

SUBMITTER RECORD FILING GUIDELINES

MAGNETIC MEDIA FILING SPECIFICATIONS FOR ARIZONA

SOCIAL SECURITY MMREF-1 FORMAT

"RE" RECORD TYPE: EMPLOYER RECORD

(This record is optional for Arizona reporting and we prefer it not be included in your media.)

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LOCATION	FIELD	LENGTH	DESCRIPTION AND REMARKS
1-2	RECORD IDENTIFIER	2	MUST BE AN "RE"
3-6	TAX YEAR	4	ENTER THE YEAR FOR WHICH THIS REPORT IS BEING PREPARED, UPDATE EACH YEAR
7	AGENT INDICATOR NUMBER	1	ENTER ONE OF THE FOLLOWING CODES. OTHERWISE, FILL WITH BLANKS "1" 2678 AGENT "2" COMMON PAYMASTER "3" OTHER NOTE: IF MORE THAN ONE CODE APPLIES, USE THE ONE THAT BEST DESCRIBES YOUR STATUS AS AN AGENT
8-16	FEIN	9	IF YOU ENTERED A CODE IN THE AGENT INDICATOR CODE FIELD, (POSITION 7) ENTER YOUR AGENT FEIN (FORMAT: 123456789)
17-25	AGENT FOR FEIN	9	IF YOU ENTERED A CODE IN THE AGENT INDICATOR CODE FIELD, (POSITION 7) ENTER THE EMPLOYER'S FEIN FOR WHICH YOU ARE AN AGENT (FORMAT: 123456789). OTHERWISE, FILL WITH BLANKS
26	TERMINATING BUSINESS INDICATOR	1	ENTER A "1" IF YOU HAVE TERMINATED YOUR BUSINESS DURING THIS TAX YEAR, OTHERWISE ENTER A "0"

MAGNETIC MEDIA FILING SPECIFICATIONS FOR ARIZONA

SOCIAL SECURITY MMREF-1 FORMAT

"RE" RECORD TYPE: EMPLOYER RECORD

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LOCATION	FIELD	LENGTH	DESCRIPTION AND REMARKS
27-30	ESTABLISHMENT NUMBER	4	THIS MAY CONTAIN ANY COMBINATION OF BLANKS, NUMBERS OR LETTERS. OTHERWISE, FILL WITH BLANKS
31-39	OTHER FEIN	9	IF YOU USED A DIFFERENT FEIN AND SUBMITTED A 943 TO THE IRS OR W-2 DATA TO SSA FOR THE SAME TAX YEAR ENTER OTHER FEIN HERE (FORMAT 123456789). IF NONE, FILL WITH BLANKS
40-96	EMPLOYER NAME	57	ENTER THE EMPLOYER'S NAME. LEFT JUSTIFY AND FILL WITH BLANKS
97-118	LOCATION ADDRESS	22	ENTER THE LOCATION ADDRESS. LEFT JUSTIFY AND FILL WITH BLANKS
119-140	DELIVERY ADDRESS	22	ENTER THE EMPLOYER'S DELIVERY ADDRESS (STREET OR POST OFFICE BOX). LEFT JUSTIFY AND FILL WITH BLANKS
141-162	DELIVERY CITY	22	ENTER THE EMPLOYER'S DELIVERY CITY. LEFT JUSTIFY AND FILL WITH BLANKS
163-164	STATE	2	USE STANDARD POSTAL ABBREVIATION (SEE PAGE 20)
165-169	ZIP CODE	5	ENTER POSTAL ZIP CODE

SUBMITTER RECORD FILING GUIDELINES

MAGNETIC MEDIA FILING SPECIFICATIONS FOR ARIZONA

SOCIAL SECURITY MMREF-1 FORMAT

"RE" RECORD TYPE: EMPLOYER RECORD

(This record is optional for Arizona reporting and we prefer it not be included in your media.)

When the phrase "MUST BE FILLED WITH BLANKS" is used we do not mean leave the locations empty. All 512 characters must be filled in for each record, so that means filling the remaining unused fields with blank characters (pressing spacebar) until you reach 512.

LOCATION	FIELD	LENGTH	DESCRIPTION AND REMARKS
170-173	ZIP CODE EXTENSION	4	USE THIS FIELD FOR THE FOUR-DIGIT EXTENSION OF THE ZIP CODE OTHERWISE, FILL WITH BLANKS
174-178	BLANK	5	MUST BE FILLED WITH BLANKS
179-201	BLANK	23	MUST BE FILLED WITH BLANKS
202-216	BLANK	15	MUST BE FILLED WITH BLANKS
217-218	BLANK	2	MUST BE FILLED WITH BLANKS
219	BLANK	1	MUST BE FILLED WITH BLANKS
220	BLANK	1	MUST BE FILLED WITH BLANKS
221-512	BLANK	292	MUST BE FILLED WITH BLANKS

MAGNETIC MEDIA FILING SPECIFICATIONS FOR ARIZONA

SOCIAL SECURITY MMREF-1 FORMAT

"RS" RECORD TYPE: STATE/EMPLOYEE RECORD

(This record is required for Arizona reporting.)

When the phrase "MUST BE FILLED WITH BLANKS" is used we do not mean leave the locations empty. All 512 characters must be filled in for each record, so that means filling the remaining unused fields with blank characters (pressing spacebar) until you reach 512.

LOCATION	FIELD	LENGTH	DESCRIPTION AND REMARKS
1-2	RECORD IDENTIFIER	2	MUST BE AN "RS"
3-4	STATE CODE	2	MUST BE "04" FOR ARIZONA WAGES (NUMERIC ONLY)
5-9	UI TAX RECORD IDENTIFIER	5	MUST CONTAIN THE LETTERS "UITAX"
10-18	SOCIAL SECURITY NUMBER (SSN)	9	ENTER WITHOUT HYPHENS OR DASHES (FORMAT 123456789). IF NOT AVAILABLE, ENTER "1" IN POSITION 10 AND FILL POSITIONS 11-18 WITH ZEROS.
19-33	EMPLOYEE FIRST NAME	15	ENTER THE FIRST NAME OF THE EMPLOYEE EXACTLY AS SHOWN ON THE SOCIAL SECURITY CARD LEFT JUSTIFY AND FILL WITH BLANKS
34-48	EMPLOYEE MIDDLE NAME OR INITIAL	15	ENTER THE EMPLOYEE'S MIDDLE NAME OR INITIAL EXACTLY AS SHOWN ON THE SOCIAL SECURITY CARD. LEFT JUSTIFY AND FILL WITH BLANKS. IF NONE, FILL WITH BLANKS.
49-68	EMPLOYEE LAST NAME	20	ENTER THE LAST NAME OF THE EMPLOYEE EXACTLY AS SHOWN ON THE SOCIAL SECURITY CARD. LEFT JUSTIFY AND FILL WITH BLANKS
69-72	SUFFIX	4	ENTER AN ALPHABETIC SUFFIX LEFT JUSTIFY AND FILL WITH BLANKS. OTHERWISE, FILL WITH BLANKS

SUBMITTER RECORD FILING GUIDELINES

MAGNETIC MEDIA FILING SPECIFICATIONS FOR ARIZONA

SOCIAL SECURITY MMREF-1 FORMAT

"RS" RECORD TYPE: STATE/EMPLOYEE RECORD

(This record is required for Arizona reporting.)

When the phrase "MUST BE FILLED WITH BLANKS" is used we do not mean leave the locations empty. All 512 characters must be filled in for each record, so that means filling the remaining unused fields with blank characters (pressing spacebar) until you reach 512.

LOCATION	FIELD	LENGTH	DESCRIPTION AND REMARKS
73-94	LOCATION ADDRESS	22	ENTER THE LOCATION ADDRESS FOR THE EMPLOYEE NAME, LEFT JUSTIFY AND FILL WITH BLANKS
95-116	DELIVERY ADDRESS	22	ENTER THE EMPLOYEE'S DELIVERY ADDRESS, LEFT JUSTIFY AND FILL WITH BLANKS
117-138	DELIVERY CITY	22	ENTER THE EMPLOYEE'S DELIVERY CITY, LEFT JUSTIFY AND FILL WITH BLANKS
139-140	STATE	2	USE NUMERIC CODE LISTED IN APPENDIX A (SEE PAGE 20)
141-145	ZIP CODE	5	ENTER POSTAL ZIP CODE
146-149	ZIP CODE EXTENSION	4	USE THIS FIELD FOR THE FOUR-DIGIT EXTENSION OF THE ZIP CODE. OTHERWISE, FILL WITH BLANKS
150-154	BLANK	5	MUST BE FILLED WITH BLANKS
155-177	BLANK	23	MUST BE FILLED WITH BLANKS
178-192	BLANK	15	MUST BE FILLED WITH BLANKS
193-194	BLANK	2	MUST BE FILLED WITH BLANKS
195-196	BLANK	2	MUST BE FILLED WITH BLANKS
197-202	REPORTING PERIOD	6	ENTER THE LAST MONTH AND FOUR-DIGIT YEAR FOR THE CALENDAR QUARTER FOR WHICH THIS REPORT APPLIES; (e.g., "032002" FOR JANUARY-MARCH OF 2002, "122002" FOR OCTOBER-DECEMBER OF 2002) UPDATE EACH QUARTER

MAGNETIC MEDIA FILING SPECIFICATIONS FOR ARIZONA

SOCIAL SECURITY MMREF-1 FORMAT

"RS" RECORD TYPE: STATE/EMPLOYEE RECORD

(This record is required for Arizona reporting.)

When the phrase "MUST BE FILLED WITH BLANKS" is used we do not mean leave the locations empty. All 512 characters must be filled in for each record, so that means filling the remaining unused fields with blank characters (pressing spacebar) until you reach 512.

LOCATION	FIELD	LENGTH	DESCRIPTION AND REMARKS
203-213	QUARTERLY TOTAL WAGES	11	RIGHT JUSTIFY AND ZERO FILL FROM THE LEFT. \$1,234,567.89 IS ENTERED AS "00123456789" TOTAL WAGES PAID, INCLUDING TIPS. DO NOT DEFINE THIS FIELD AS A SIGNED DATA FIELD
214-224	QUARTERLY TAXABLE WAGES	11	RIGHT JUSTIFY AND ZERO FILL FROM THE LEFT \$1,234,567.89 IS ENTERED AS "00123456789" TAXABLE WAGES PAID, INCLUDING TIPS. DO NOT DEFINE THIS FIELD AS A SIGNED DATA FIELD
225-226	BLANK	2	MUST BE FILLED WITH BLANKS
227-234	BLANK	8	MUST BE FILLED WITH BLANKS
235-242	BLANK	8	MUST BE FILLED WITH BLANKS
243-247	BLANK	5	MUST BE FILLED WITH BLANKS
248-254	ARIZONA STATE UI TAX EMPLOYER NUMBER	7	ENTER THE SEVEN-DIGIT EMPLOYER ACCOUNT NUMBER THAT WAS ASSIGNED BY THE UI TAX SECTION. DO NOT ENTER THE CHECK DIGIT. DO NOT ENTER "APPLIED", DO NOT USE THE FIRST 7 DIGITS OF YOUR FEIN
255-257	BRANCH NUMBER	3	MUST BE A UI TAX-APPROVED BRANCH NUMBER. RIGHT JUSTIFY AND FILL WITH ZEROS . IF THERE IS NO BRANCH NUMBER, FILL WITH ZEROS

SUBMITTER RECORD FILING GUIDELINES

MAGNETIC MEDIA FILING SPECIFICATIONS FOR ARIZONA

SOCIAL SECURITY MMREF-1 FORMAT

"RS" RECORD TYPE: STATE/EMPLOYEE RECORD

(This record is required for Arizona reporting.)

When the phrase "MUST BE FILLED WITH BLANKS" is used we do not mean leave the locations empty. All 512 characters must be filled in for each record, so that means filling the remaining unused fields with blank characters (pressing spacebar) until you reach 512.

LOCATION	FIELD	LENGTH	DESCRIPTION AND REMARKS
258-267	BLANK	10	MUST BE FILLED WITH BLANKS
268-273	BLANK	6	MUST BE FILLED WITH BLANKS
274-337	BLANK	64	MUST BE FILLED WITH BLANKS
338-412	BLANK	75	MUST BE FILLED WITH BLANKS
413-487	BLANK	75	MUST BE FILLED WITH BLANKS
488-512	BLANK	25	MUST BE FILLED WITH BLANKS

SUBMITTER RECORD FILING GUIDELINES

MAGNETIC MEDIA FILING SPECIFICATIONS FOR ARIZONA

SOCIAL SECURITY MMREF-1 FORMAT

"RF" RECORD TYPE: FINAL RECORD

(This record is required for Arizona reporting.)

When the phrase "MUST BE FILLED WITH BLANKS" is used we do not mean leave the locations empty. All 512 characters must be filled in for each record, so that means filling the remaining unused fields with blank characters (pressing spacebar) until you reach 512.

LOCATION	FIELD	LENGTH	DESCRIPTION AND REMARKS
1-2	RECORD IDENTIFIER	2	MUST BE AN "RF"
3-7	BLANK	5	MUST BE FILLED WITH BLANKS
8-16	BLANK	9	MUST BE FILLED WITH BLANKS
17-512	BLANK	496	MUST BE FILLED WITH BLANKS

APPENDIX A

POSTAL ABBREVIATIONS AND NUMERIC CODES

***Note: Use numeric codes ONLY on RS State records.**

State	Postal Code	Numeric Code*
Alabama	AL	01
Alaska	AK	02
Arizona	AZ	04
Arkansas	AR	05
California	CA	06
Colorado	CO	08
Connecticut	CT	09
Delaware	DE	10
District of Columbia	DC	11
Florida	FL	12
Georgia	GA	13
Hawaii	HI	15
Idaho	ID	16
Illinois	IL	17
Indiana	IN	18
Iowa	IA	19
Kansas	KS	20
Kentucky	KY	21
Louisiana	LA	22
Maine	ME	23
Maryland	MD	24
Massachusetts	MA	25
Michigan	MI	26
Minnesota	MN	27
Mississippi	MS	28
Missouri	MO	29

State	Postal Code	Numeric Code*
Montana	MT	30
Nebraska	NE	31
Nevada	NV	32
New Hampshire	NH	33
New Jersey	NJ	34
New Mexico	NM	35
New York	NY	36
North Carolina	NC	37
North Dakota	ND	38
Ohio	OH	39
Oklahoma	OK	40
Oregon	OR	41
Pennsylvania	PA	42
Rhode Island	RI	44
South Carolina	SC	45
South Dakota	SD	46
Tennessee	TN	47
Texas	TX	48
Utah	UT	49
Vermont	VT	50
Virginia	VA	51
Washington	WA	53
West Virginia	WV	54
Wisconsin	WI	55
Wyoming	WY	56

Territories and Possessions	Abbreviation
American Samoa	AS
Guam	GU
Puerto Rico	PR
Virgin Islands	VI
Northern Mariana Islands	MP

Military Post Offices	Abbreviation
Canada, Europe, Africa and Middle East	AE
Central and South America	AA
Alaska and the Pacific	AP
Contingency Operations	AC

APPENDIX B

ARIZONA MAGNETIC MEDIA REPORTING APPLICATION

Arizona Department of Economic Security
Unemployment Tax Section, 911B-1
P.O. Box 52027*
Phoenix, Arizona 85072-2027

EMPLOYER/AGENT INFORMATION		
EMPLOYER'S/AGENT'S NAME**		UI TAX ACCOUNT NO.
ADDRESS (No., Street)		
CITY	STATE	ZIP
APPROXIMATE NUMBER OF EMPLOYEES REPORTED PER QUARTER		
MAGNETIC MEDIA SPECIFICATIONS		
<u>Recording Code</u>	<u>Magnetic Media Type</u>	
<input type="checkbox"/> EBCDIC	<input type="checkbox"/> 3.5 Diskette	
<input type="checkbox"/> ASCII	<input type="checkbox"/> 3490/3490E	
	<input type="checkbox"/> 3480/3480E	
COMMENTS		
PERSON TO CONTACT REGARDING THIS APPLICATION		
NAME		
TITLE		PHONE NO. (include area code) () -
ADDRESS OF PERSON TO WHOM THE MAGNETIC MEDIA SHOULD BE RETURNED:		
NAME		
ADDRESS (No., Street)		
CITY	STATE	ZIP
By signing this application our company requests DES to acknowledge and approve our request to file wage information on magnetic media. The test magnetic media, clearly marked "TEST" is included with this application.		
SIGNATURE	TITLE	DATE

* For overnight delivery [see page 3](#).

** Agents filing on behalf of multiple employers must complete and attach APPENDIX C ([see page 23](#)).

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HOW TO COMPLETE THE MULTIPLE EMPLOYER FILING REPORT

This report will help speed up processing your magnetic media and help identify any problems that may occur. This form should be used by anyone filing for multiple employers whether filing by diskette or cartridge. You may make copies of this form if more space is needed. If you prefer to generate your own report (via Excel, Quickbooks, etc.) make sure it includes all necessary information. Include all employers on whose behalf you will be filing. Any time an employer account number changes you must list the new account number.

INSTRUCTIONS

1. **NAME:** Insert the name of the individual who is creating the magnetic media and who can make any corrections or answer questions regarding the magnetic media.
2. **TITLE:** This is the title of the person named above.
3. **PHONE NO.:** A direct phone number to the individual named above including area code and extension (if applicable).
4. **ADDRESS:** Should be the complete address for the person named above.
5. **EMPLOYER ACCOUNT NUMBER:** Insert the state Unemployment Insurance account number for the company/companies on whose behalf you will be filing. Make sure that it is the correct seven-digit number and not the FEIN (nine digits) or State withholding number (eight digits). Enter one account number on each line.
6. **TOTAL RECORDS:** Insert the total number of employee records for each company on whose behalf you will be filing. Each company should have its own record total. Do not put the total number of records on the diskette in this position.
7. **TOTAL RECORDS ON DISKETTE:** Insert the total number of records contained on the diskette. This will be the total of all the companies' employee records contained on the diskette.

FREQUENTLY ASKED QUESTIONS

Q. *What type of magnetic media is accepted by Arizona?*

- A. Arizona accepts [3.5" High Density diskettes](#) that are IBM PC compatible. Arizona also accepts cartridge submissions in 3480, 3480E, 3490 or 3490E. For more detailed information please refer to the Diskette Filing and Cartridge Filing sections on [page 7](#). We cannot accept 8" or 5 1/4" diskettes, DLX cartridges, or 4490 cartridges.

Q. *Can I file my magnetic media by CD?*

- A. No, right now we cannot accept [CDs](#). We are in the process of tailoring our system to allow employers to file magnetic media by CD. The [UI Tax Employer Newsletter](#) and the [UI Tax website](#) will both provide updates on the status of CD filing, as well as other developments.

Q. *Does Arizona accept compressed, or zipped files?*

- A. Yes. Due to employers' requests we accept diskettes that are either uncompressed or which contain [zipped compression](#).

Q. *Does Arizona accept compressed, or zipped cartridges?*

- A. No. Unfortunately, at this time we cannot accept [compressed](#) cartridges.

Q. *What formats are acceptable for [Magnetic Media](#) filing in Arizona?*

- A. We accept the Social Security [MMREF-1](#) format. The [logical record length](#) for this format is 512 characters. For more detailed information please refer to [pages 8 through 19](#). The MMREF-1 format that Arizona uses is not identical to the MMREF-1 format used in other states or by the federal government. Please be aware of any difference or changes if you are filing for multiple states.

Q. *I have been filing in a format other than MMREF-1, will Arizona still accept my submittal?*

- A. Yes, if you are an employer who has been filing by another format you may continue to file in that format. If you are a new filer, or want to change formats, then you are **REQUIRED** to use the MMREF-1 format.

FREQUENTLY ASKED QUESTIONS

Q. *Am I required to file by magnetic media based on the number of employees I have?*

A. No, Arizona doesn't require employers to file by magnetic media due to the number of employees they have. We would prefer that employers with 25 or more employees *consider* filing by [magnetic media](#). You will not be penalized if you choose to file by paper submission (UC-018 form). You can also file on the Internet (www.azui.com) if you have fewer than 999 employees.

Q. *Do I have to notify Arizona if I want to start filing by magnetic media?*

A. Yes, you will be required to fill out the **Magnetic Media Reporting Application** ([Appendix B, page 21](#)) and submit a test diskette/cartridge. The application is only required the first time you submit. Thereafter, you no longer need to include the application with your media.

Q. *Is there any paperwork that I will have to include when I submit my magnetic media.*

A. Yes, the Unemployment Tax and Wage Report (UC-018 form) is needed when you submit your media. The Unemployment Tax and Wage Report is the form your taxes are reported on and it must be turned in with your magnetic media. Multiple Employers will need to include the **Multiple Employer Filing Report** ([Appendix C, page 23](#)).

Q. *Do I have to notify Arizona if I want to discontinue filing by magnetic media and begin filing by paper?*

A. No, notification is not required prior to changing how you submit your media, but you must decide prior to submitting your actual quarterly wage data. You cannot submit by magnetic media for the first quarter and then decide to file by paper for the same quarter. If you have already submitted your media there is a risk of duplicating your data.

Q. *What information do I include on the external label of the diskettes?*

A. The following information is required on the label:

1. Employer(s) Name
2. [Arizona State Unemployment Insurance \(SUI\) account number](#)
3. Specific year and quarter of the employee wages being reported
4. Contact name (Person who submitted magnetic media)
5. Telephone number and extension
6. Amount of employee records on diskette
7. Number of diskettes sent (e.g. "1 of 4"). Include an external label on all diskettes sent.

Q. *Where should I send my magnetic media?*

A. Send your magnetic media to one of the addresses listed on [page 3](#).

Q. *Is there a test software I can obtain to check the accuracy of my file?*

A. No, at this time we do not provide software for employers to test their own files. Arizona can test your software for you. For more information on how to submit a test file please refer to the [Testing Magnetic Media](#) section on [page 4](#).

Q. *What should the record length be for MMREF-1?*

A. The record length for [MMREF-1](#) is 512 characters.

Q. *Should I use upper or lowercase letters when generating my file?*

A. You should always use uppercase (ALL CAPS) letters when generating your file.

Q. *What are the rules for the locations containing Quarterly Total Wages and Quarterly Taxable Wages?*

A. MMREF-1 requires that there not be any punctuation, such as a comma or a decimal point. You should not round to the nearest dollar, or enter a dollar sign (\$). Right justify the wages and zero fill to the left. For example, if the employee earned \$5500.99, it would be typed in as 00000550099.

Q. *What are the guidelines for inputting Social Security numbers?*

A. Only the numeric characters should be input into your file. Please do not use hyphens or dashes. If the Social Security number is 618-23-5412, input it as 618235412. If you do not know your employee's Social Security number please input it as 100000000. Please do not enter it as 111111111, 123456789, 999999999, or 000000000.

Q. *How should I enter my Unemployment Insurance Tax account number?*

A. The number must be a valid Arizona account number. It cannot be "Applied For" or be your FEIN. Enter only the first seven digits of your account number. Do not include the check digit. If your number is 1234567-1 only enter the 1234567. If you have questions regarding your account number please contact our Unemployment Insurance Department-Status Unit at (602) 248-9396.

FREQUENTLY ASKED QUESTIONS

Q. *Who can I contact to see if I have a valid Arizona account number?*

- A. You can contact our Unemployment Insurance Tax Department-Status Unit at 602-248-9396, or you can reach them by e-mail at uit.status@de.state.az.us.

Q. *Can I submit my wages on magnetic media if I do not have an Arizona account number on file with your agency?*

- A. No. Arizona cannot accept magnetic media without a valid account number. If you have been informed by any agency within Arizona DES to submit with “APPLIED FOR” in lieu of a valid account number, do not file your wages by magnetic media. You can only submit them by paper.

Q. *What if I do not follow the instructions contained in this booklet?*

- A. If you do not follow the instructions your diskette may be rejected. If this occurs your employees’ wages will not be properly credited to your account and there may be a delay in unemployment insurance benefits if they file. In some cases a penalty may be assessed for late filing. For more information on penalties, call our Unemployment Insurance Tax Department - Collections Unit at (602) 248-9354.

Q. *Will I be notified if my magnetic media has been processed successfully?*

- A. No. If you do not hear from us then your wages were processed successfully. The only time we contact an employer is when there is a problem with their magnetic media submission, or to tell you the results of a test diskette/cartridge. If your magnetic media will not process it will be returned to you, usually within 30 days, with an explanation of any problems or errors. It is up to you to make the corrections and mail the magnetic media back to the UI Tax Department.

Q. *Does Arizona return the magnetic media after processing?*

- A. Diskettes are only returned at the employer’s request. We do return all cartridge submittals.

Q. *Do I need to keep a copy of magnetic media submitted to Arizona?*

- A. Yes, it is advisable that you keep a copy for yourself. Corrections will have to be made in the event of an error with your magnetic media. It is more expedient to make corrections on your copy. If you do not keep a copy we will have to return the original and this can cause major delays. We do our best to assure the safe and timely handling of your media.

Q. *I have been filing with Arizona by magnetic media in the past, but I have been assessed a penalty for not filing my wages. Who do I contact in regards to this penalty?*

A. Contact the Unemployment Insurance Tax Department-Collections Unit by calling (602) 248-9354. This is the only department that can explain these penalties to you.

Q. *How can I avoid being assessed a penalty by Arizona?*

A. The best way to avoid penalties is to make sure your magnetic media follows all Arizona requirements. A test diskette/cartridge is a good way to make sure your file will process correctly and timely. Also, make sure you submit your magnetic media and your Unemployment Tax and Wage Report on or before the due date(s).

Q. *If I use a third party payroll service to submit my magnetic media am I responsible for the accuracy and timeliness of the media?*

A. Yes, the employer is **ALWAYS** responsible for the accuracy and timeliness of the information sent on their behalf. You must make sure the payroll service is correctly serving you. Arizona takes no responsibility for inaccurate accounts due to third party involvement.

Q. *How can I correct inaccurate information given to your agency?*

A. Once the media has been loaded onto our system the only way to correct inaccuracies is by contacting our UI Tax Department. The form needed to make the corrections is called an Adjustment Report (UC-522 form). Log on to <http://www.de.state.az.us/esa/uitax/taxform.asp> to access this form.

Q. *Will I automatically receive an updated Magnetic Media Booklet upon publication?*

A. No, to request a new booklet you may call (602) 248-9354. Updates will be provided at the following website address, <http://www.de.state.az.us/esa/uitax/publication.asp>, as well as in the *UI Tax Employer Newsletter* mailed quarterly by our UI Tax Department.

OTHER AGENCY LISTING

Unemployment Insurance Tax Department

Site Code 911B

PO Box 6028

Phoenix, AZ 85005-6028

Accounting Unit

(602) 248-9354

This unit:

- receives your payments and the Unemployment Quarterly Wage Report.
- can assist with the online filing process.
- makes adjustments to wages or reports.
- is responsible for receiving your magnetic media submittals.

Contact the Accounting Unit if:

- you have questions regarding Unemployment Tax form information.
- you have problems with Missing Wage Details.

Collections Unit

(602) 248-9354

This unit sends out penalty notices, as well as lien and levy notices.

Contact the Collections Unit if:

- you have questions regarding any penalties due to late filing of either reports or magnetic media.
- you have questions regarding delinquent report notices you have received.

Status Unit

(602) 248-9396

This unit:

- has all the information about your account number, and the status of your account.
- will help new employers set up an Arizona SUI account.
- handles establishing or resetting passwords for Internet filing of the Quarterly Wage and Tax Report.
- can help with applications for new account set up.

Contact the Status Unit if you make changes to your business structure (e.g. changing from an LLC to an Incorporated business).

Experience Rating Unit

(602) 248-9101

This unit can assist in explaining the employer's responsibility in Unemployment Insurance benefits.

Contact the Experience Rating Unit if you need information regarding the tax rate you have been given.

Customer Support Services

Site Code 721A

PO Box 6123

Phoenix, AZ 85005-6123

Magnetic Media Representative

(602) 542-4708

This unit:

- will contact the employer if any errors have occurred.
- loads your magnetic media onto Arizona's Unemployment Insurance Database.
- can answer any general magnetic media questions.

Contact the magnetic media representative if you have questions regarding the format of the magnetic media. If the magnetic media representative is not present call (602) 542-5939.

Department of Revenue

1600 W. Monroe St.

Phoenix, AZ 85007-2650

(800) 843-7196 (toll free)

Department of Revenue

(602) 542-4576

This is a state agency not associated with DES or Unemployment Insurance Tax.

Contact the Dept. of Revenue if:

- you have questions regarding State Withholding Tax.
- you need a state withholding number which is different than the UI tax number provided by DES. The AZ Withholding number cannot be substituted for your UI account number.

GLOSSARY OF TERMS

3.5" Diskette:

Size of the diskette that will fit into a standard "A" drive on a personal computer.

ACH (Automated Clearing House):

ACH is a secure payment transfer system that connects all U.S. financial institutions. The ACH network acts as the central clearing facility for all Electronic Funds Transfer transactions that occur nationwide.

ASCII:

The **A**merican **S**tandard **C**ode for **I**nformation **I**nterchange is a standard seven-bit code that was proposed by the **A**merican **N**ational **S**tandards **I**nstitute (**ANSI**) in 1963, and finalized in 1968.

Blocking Factor:

The number of records in a block. *Note:* The blocking factor is calculated by dividing the block length by the length of each record contained in the block. If the records are not of the same length, the average record length may be used to compute the blocking factor.

CD (Compact Disk):

A compact disk is a small and portable medium for electronically recording, storing, and playing back audio, video, text, and other information in digital form.

Compressed:

Using "zip" software to reduce the size of a file, reducing the time it takes to download. Compression software uses complex mathematical equations to scan a file for repeating patterns in the data. It replaces the data with smaller codes that take up less room.

DES:

Arizona Department of Economic Security. This is the state agency that processes your Unemployment Insurance taxes.

EBCDIC:

Extended **B**inary **C**oded **D**ecimal **I**nterchange **C**ode. EBCDIC is a binary code for alphabetic and numeric characters that IBM developed for larger operating systems.

EFT (Electronic Funds Transfer):

This is a system of transferring money from one bank account directly to another without any paper money changing hands. EFT refers to any transfer of funds initiated through an electronic terminal.

FAQ:

Stands for frequently asked questions.

LLC:

Limited Liability Corporation. This is a term used to designate the status of a company.

Logical Record Length:

Specific number of bytes that must be included in each record. For MMREF-1, this is 512 bytes.

Magnetic Media:

Magnetic media consists of diskettes, CDs, and/or cartridges.

MMREF-1:

Acronym for **M**agnetic **M**edia **R**eporting and **E**lectronic **F**iling. This is the standard set up by the Social Security Administration to submit tax information on magnetic media.

RA:

Submitter Record. This record is **OPTIONAL** and we would prefer it not be included in your magnetic media. This record is used by an agent or third-party submitter.

RE:

Employer Record. This record is **OPTIONAL** and we would prefer it not be included in your magnetic media. Employers filing for themselves use this record.

RS:

State/Employee Record. This record is **REQUIRED** for the State of Arizona. Employee wages are reported on this record.

RF:

Final Record. This record is **REQUIRED** for the State of Arizona. This is the final record and needs to be at the end of your diskette (every diskette filed must end with an RF record).

SUI:

State Unemployment Insurance.